



## Administrative Special Use Permit Application

Department of Planning & Zoning  
301 King Street, Room 2100, Alexandria, Virginia 22314  
Phone: 703.746.4666 | [www.alexandriava.gov/planning](http://www.alexandriava.gov/planning)

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**PROPERTY LOCATION:** 410 South Pickett Street

**ZONE:**

**TAX MAP REFERENCE:**

**APPLICANT'S INFORMATION:**

Applicant: Joy Nash

Business/Trade Name: Nash Kids dba Montessori Kids Universe

Address: 5610 Clouds Mill Dr.

Phone: Alexandria, VA 22312  
301.643.5820

Email: joywhitlow@msn.com

**PROPOSED USE:**

Animal Care with Overnight Accommodations

Auto Trailer Rental or Sales

Catering Operation

Child and Elder Care Homes

Day Care Center

Health and Athletic Club

Light Assembly, Service, and Craft

Light Auto Repair

Live Theater

Massage Establishment

Outdoor Dining (Other than King Street Outdoor Dining Area)

Outdoor Food and Crafts Market

Outdoor Garden Center

Outdoor Display

Public School Trailers

Restaurant

Valet Parking

Vehicle Parking or Storage for More Than 20 Vehicles

### PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of  
(property address), for the purposes of operating a *child day care* (use)  
business as described in this application. I also grant permission to the City of Alexandria to visit,  
inspect, photograph and post placard notice on my property.

Name: *Kevin Price*

Phone: *703-678-5509*

Address: *353 N. Clark St.  
Chicago, IL 60654*

Email: *Kevin.price@mesiraw.com*

Signature: *[Signature]*

Date: *10-28-2021*

1. The applicant is the (check one):

Owner

☒ Contract Purchaser Lessee or

Other:

of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

*Joy Whitlow Nash 51%*  
*John C Nash 49%*

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

Yes. Provide proof of current City business license

No. The agent shall obtain a business license prior to filing application, if required by the City Code.

## USE CHARACTERISTICS

2. Please give a brief statement describing the use:

Montessori and Reggio Emilia based education program for ages 0-5

3. Please describe the proposed hours of operation:

Days	Hours
Daily	7am - 6pm

Or give hours for each day of the week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

4. Please describe the capacity of the proposed use:

- A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

106 estimated capacity for children

- B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

18-20 per day

5. A. How many parking spaces of each type are provided for the proposed use:

62	Standard and compact spaces
8	Handicapped accessible spaces
	Other

B. Please give the number of:

70 Parking spaces on-site

31 Parking spaces off-site

If the required parking will be located off-site, where will it be located?

There are 31 spaces on the adjacent streets.

6. Please provide information regarding loading and unloading for the use:

A. How many loading spaces are available for the use?

The building has a loading space for use of all tenants.

B. Where are off-street loading spaces located?

Entrance from Osprey Place

C. During what hours of the day do you expect loading/unloading operations to occur?

No regular loading or unloading is expected.

D. How frequently are loading/unloading operations expected to occur per day or per week?

No regular loading or unloading is expected.

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

No hazardous materials are expected to be stored except cleaning supplies (TBD) which will be kept in locked cabinets.

8. What is the square footage the use will be occupying?

6769 square feet

**APPLICANT'S SIGNATURE**

Please read and initial each statement:

THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**Print Name of Applicant or Representative**

Joy Whitlow Nash

**Signature**



**Date** 10/27/2021

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address:

Phone:

Email:

Fax:



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use**  
**Day Care Center Supplemental**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**DROP OFF AREA**

- ☐ There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be located?

Parents will park in the garage and walk their children to the front entrance.

How many cars will fit in the area at one time?

There is garage parking for 70 vehicles.

What are the hours for pick up and drop off?

7am - 9am and 4pm - 6pm

**The pick up/drop off area must be shown on the site plan which is part of the application.**

**PROTECTION FOR NEARBY HOMES**

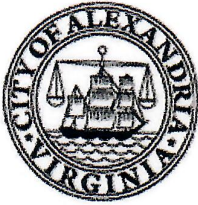
- ☐ The location must be far enough away from nearby homes and apartments so they will not be affected by the operations of the day care facility.

How large an area is proposed for day care's operations? 4769 sq. feet

What steps will be taken to buffer the day care from nearby residences (ex. shrubbery, fencing, etc.)?

There are no residences directly adjacent to the daycare other than the apartments located above.

**The location of the child care in relation to nearby homes and apartments must be shown on the site plan which is part of the application.**



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use Checklist**

☐ Application form

☐ Application fee

**Supplemental Worksheet for the following uses:**

- ☐ Catering Operation
- ☐ Child or Elder Care Home
- ☐ Day care Center
- ☐ Light Automobile Repair, Auto & Trailer Rental or Sales, Vehicle Parking or Storage
- ☐ Live Theater
- ☐ Outdoor Dining
- ☐ Outdoor Display
- ☐ Outdoor Food and Crafts Market
- ☐ Outdoor Garden Center
- ☐ Restaurant
- ☐ Valet Parking

**Interior floor plan**

- ☐ Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

**Contextual site image**

- ☐ Show subject site, on-site parking area, surrounding buildings, cross streets

**If applicable**

- ☐ Outdoor plan for outdoor uses

City of Alexandria, Virginia, Planning and Zoning Department  
**Day Care Drop-Off/Pickup Plan for Special Use Permit Staff Review**

In addition to completing this form, please submit a site plan that identifies the building, the location of off-street parking spaces, and the movement of vehicles during drop-off and pick-up times.

Return to: SUP Planner, Department of Planning and Zoning, Room 2100, City of Alexandria, VA, 22314.

1. Name of day care establishment:

Montessori Kids Universe of Cameron Square

2. Address:

410 S. Pickett St. Alexandria, VA 22304

3. Business owner:

Joy Whitlow Nash

4. Business owner phone and email:

301. 643. 5820 joywhitlow@msn.com

5. Description of day care establishment:

Montessori and Reggio Emilia based  
educational program for children ages 0-5.

6. Number of children at the site at any one time and their ages:

Maximum capacity is estimated at 106. Ages 0-5

7. Number of classrooms:

6

8. Number of employees on-site at any one time:

18-20 at full capacity

9. Overall hours of operation:

7am - 6pm

10. Peak times of drop-off/pickup

7am - 9am and 4pm - 6pm

11. Number of off-street parking spaces available for the day care use:

A. Number for employees: 10

B. Number for parents/guardians (if parking and walking children into site during drop-off/pickup): 52 + 8 handicapped

C. Total Number: 70

12. Method of transferring children between staff and parents/guardians:

☒ Parents/guardians will park vehicles and walk children to meet daycare center staff.

☐ Parents/guardians will wait in their vehicles in driveway/parking area and daycare center staff will meet children at vehicle.

☐ Other, please describe.

13. Written description of drop-off/pickup plan including direction of travel for vehicles entering/exiting site. Attach a site plan that illustrates the proposed plan including the building, the location of off-street parking spaces, and the movement of vehicles during drop-off and pickup times.

Parents will park in the onsite parking lot and walk through the breezeway to the sidewalk in front of the building. They will proceed to the right to the main entrance of the school. See attached Site Plan.



**MONTESSORI KIDS UNIVERSE**  
 410 SOUTH PICKETT STREET  
 ALEXANDRIA, VA 22304

**Arencibia Architects Inc.**  
 103-298-8181

2323 Dulles Station Blvd. #201 Herndon, VA. 20171

DATE:  
 26 OCT. 2021

SCALE:  
 N.T.S.

JOB NO.: 21-004